



HOLDFAST

**MENTAL HEALTH AND
WELLBEING POLICY**

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Owner:	Mark Jobling, Holdfast Performance Manager
Author:	Mark Jobling, Holdfast Performance Manager
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Content agreed and authorised by:	Nik Chapman CBE, MD Holdfast Training Services



“A mental health policy and plan is essential to coordinate all services and activities related to mental health. Without adequate policies and plans, mental disorders are likely to be treated in an inefficient and fragmented manner”¹

Introduction

1. On average, one in four people will experience a mental health difficulty in the course of any given year;² such problems can cause real and lasting damage to an individual. The majority of those who experience mental health difficulties recover or learn to manage their symptoms, especially if they are supported early on. It is the responsibility of Holdfast Training Services (HTS) to provide and support the following:

- Promotion of good Mental Health and Wellbeing.
- Providing guidance on support and advisory services.
- Promoting and coherent Mental Health and Wellbeing Programmes.
- Ensuring mental health awareness training is available to all staff.
- Encouraging a non-stigmatising work environment for all.
- Ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.
- Provide coordination of Mental Health Champions.
- Monitoring the effectiveness of this Policy through regular review.

This Policy supports and is aligned to compliment other policies (as detailed in para 5) within the RSME PPP which offer further guidance.

Policy Statement

- The promotion of Mental Health and Wellbeing through the management of policies, support services, information networks and regular health promotion campaigns and by liaising appropriately with external agencies.
- To prevent, so far as reasonably practicable, those circumstances detrimental to Mental Health and Wellbeing.
- The provision of an environment in which those who are experiencing mental health difficulties can rely on suitable support and adjustments to allow them to achieve their fullest potential.

The Aim and Purpose of this Policy

2. The aim of this policy is to highlight the duty of care responsibilities with regards to the Mental Health and Wellbeing of all employees of the RSME PPP.

¹ World Health Organisation 2004

² MIND UK 2018



3. The purpose of this Policy is the provision of the following:
- Support the effectiveness of all employees.
 - Support those employees that may be experiencing mental health challenges.
 - Promote a working environment which is conducive to positive Mental Health and Wellbeing.
 - The provision of guidance, coherence and muscle to Mental Health and Wellbeing initiatives and educational programmes.

Definitions

4. The following definitions relate to stress, mental health and mental illness:
- **Stress.** The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
 - **Mental Health.** Mental health refers to our state of mental wellbeing, whether healthy or in ill health. Mental ill health, or mental health problems refers to a range of conditions from the worries we all experience as part of everyday life to serious long-term conditions. Mental health problems affect the way we think, feel and behave. These problems can be diagnosed and treated by a medical professional and should not be perceived as personal weaknesses. Mental health problems are extremely common; it is estimated that a quarter of the population of the UK will experience some kind of mental health problem in any one year.
 - **Wellbeing.** Wellbeing describes how you are feeling and how well you can cope with day-to-day life.

Interaction with other Policies

5. This Policy interacts with and refines several already established policies. Duty of Care is determined externally by legislation³. HTS exercises Duty of Care through this Policy and through associated guidance procedures and the following related policies:

- Health and Safety Policy.
- Equality and Diversity Policy.
- Respect Policy.
- Grievance Procedures.
- Sickness and absence Policy.
- Stress Management.

³ Such as the Health and Safety at work Act 1974, Human Rights Act 1998, Data Protection Act 2018 and the equality Act 2010.



- Alcohol, drugs and substance misuse Policy.

Whilst Mental Health and Wellbeing issues may be relevant to the application of the above policies, the relationship between this policy and the following other policies, procedures and notes for guidance is especially important such as:

- Data protection Policy.
- Disability Policy.
- Disciplinary Procedures.
- Capability Procedures (ill health).

Responsibilities

6. Following the successful delivery of the training provided by HTS it is the responsibility of all stakeholders within the RSME PPP to provide further support in order to ensure the ongoing Mental Health and Wellbeing of employees. The following should be considered as a minimum:

- The identification of workplace stressors and the undertaking of Risk Assessments where necessary.
- The provision of Mental Health Training for all managers with consideration given to peer to peer support.
- The provision of adequate resources to enable managers to implement a robust stress management strategy.
- Promote campaigns to reduce the stigma associated with mental ill health.
- Encourage those staff that may be experiencing a mental health problem to seek help. Offer additional support to those who may be experiencing stress outside of the workplace.
- The inclusion of Mental Health and Wellbeing in the annual Health and Safety Plans.
- The inclusion of Mental Health and Wellbeing Awareness during the induction process.
- Provide a programme of Mental Health Training for all.
- Identify and support Mental Health Champions and First Aiders.

In order to assist in the application of this Policy employees have a Duty of Care responsibility to one another which includes:

- Informing Management of any Mental Health related issues so that they can be dealt with and supported as appropriate.
- Contribute towards a non-stigmatising culture.
- Treat each employee with a Mental Health difficulty with dignity and respect.
- Take advantage of training and information resources.
- Uphold confidentiality (if safety is not compromised).



- Support peers within appropriate limits and boundaries.

Summary

7. Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. By promoting and protecting the mental wellbeing within the RSME PPP will positively contribute to the physical health, social wellbeing and productivity of all employees.

**N S Chapman CBE
Managing Director
Holdfast Training Services**

